Guide to Entering Management Plans into ServCat

Description of Management Plans

There are a number of different management plans used by the Refuge System. Cropland management plans, fire management plans, hunting plans, sign plans, disease contingency plans, habitat management plans, trapping plans, and safety plans are a few of the most common types. These plans are written to guide the management of a refuge. Inventory and Monitoring Plans (IMPs) are also archived as a type of management plan.

Management Plan Metadata Entry

The following template should be used to enter a management plan into ServCat. This template can be adjusted as necessary to accurately reflect the information in a particular document.

- **Reference Type:**

    Plan

- **Date Issued/Published:**

    If a date is not printed on the title page of the plan, use the date that the plan was signed/submitted.

- **Abstract/Full Description:**

    Use the Management Plan Abstract and Keyword Generator found in the Abstract Generators project under **Data Entry Tools** on the ServCat Help page.

- **Contacts:**

    The following contacts should be listed in the record for a management plan:
    - The person who signed/submitted the plan (if the signature is legible)
    - Any specific authors that are listed in the document
    - The refuge

- **Keywords:**

    The abstract generator will suggest keywords for each type of management plan. Add and remove keywords from this list as necessary. For Inventory and Monitoring Plans (IMPs), include 'IMP' as a keyword.

- **Amendments:**

    If a plan has been amended, create separate ServCat records for the plan and the amendment. Bundle these records together into a Project.